

It's easy...

to find job applicants



just go to
jobs.utah.gov/employer

What you can do:

- Conduct online recruiting
- Post your job openings online
- View current applicant profiles
- Get economic information, such as current wages
- Access business resources
- Find information on seminars and workshops
- And much more!

Online recruitment—no fee!
Convenient Access
Available 24/7





Here's how to get started on your online recruitment:

1. Go to: **<http://jobs.utah.gov/employer>**
2. Select **Post a Job Today**
3. If you have never signed in, you can use an existing Google, Yahoo or Facebook account,
OR
Select **Utah ID**, then select **Create a Utah ID** next to the login button.
4. If this is your first time posting a job online, you will be required to enter your Unemployment Insurance (UI) ID and FEIN, or Passphrase (obtained from DWS if you do not have a FEIN and UIID).
5. Enter or update your contact information.
6. Accept the terms of the User Agreement.
7. You are now ready to post jobs and recruit candidates.

If you have any questions, click **Online Help** for online staff assistance or contact a recruitment specialist at **(888) 920-WORK (9675)**.

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